



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING




JENNIFER M. GRANHOLM  
GOVERNOR

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

**MEMORANDUM**

**TO:** 2006-2007 Comprehensive School Reform Grant Contact

**FROM:** Dr. Yvonne Caamal Canul, Director  
Office of School Improvement 

**DATE:** May 9, 2007

**SUBJECT:** Funding Clarification for the 2006-2007 CSR Grant Year

As your Comprehensive School Reform (CSR) Leadership Team works to complete the activities of the 2006-2007 grant cycle, I know that the team will be focused on finding ways to sustain and embed their efforts in daily practice. Many of the teams are planning professional development and team planning time from now until the grant deadline on September 30, 2007. Members of the Office of School Improvement (OSI) staff are planning workshops to assist with sustaining those efforts. At the same time, they are designing a final evaluation process to complete the requirements of the grant.

Since the CSR process will be completed at the end of the fiscal year, I want to take a moment to review the fiscal requirements so that the Leadership Team will be able to make full use of their grant allocation. Please be sure that the following requirements are met:

- All funds must be encumbered by September 30, 2007.
- No carry-over funding is allowed.
- If funded through the CSR grant, professional development, technical assistance, and other services with your Model Provider need to be concluded prior to September 30, 2007.
- If budget modifications are needed, please submit those requests no later than June 30, 2007, through the MEGS system.
- OSI staff will continue to monitor the CSR grant expenditures to ensure that they are being fully utilized.
- If your team anticipates that all CSR grant funds will not be expended, please notify Diane Joslin-Gould at the number listed below. We will make every effort to reallocate the funds to a grant recipient who can make use of those funds.
- The CSR Final Report is due no later than November 30, 2007.

If you have any questions, please feel free to contact Diane Joslin-Gould via email at [Joslin-GouldD@michigan.gov](mailto:Joslin-GouldD@michigan.gov) or via telephone at 517-373-4213.

STATE BOARD OF EDUCATION

KATHLEEN N. STRAUS – PRESIDENT • JOHN C. AUSTIN – VICE PRESIDENT  
CAROLYN L. CURTIN – SECRETARY • MARIANNE YARED MCGUIRE – TREASURER  
NANCY DANHOF – NASBE DELEGATE • ELIZABETH W. BAUER  
REGINALD M. TURNER • CASANDRA E. ULBRICH